

**City of Manchester, New Hampshire  
Board of Fire Commissioners**

***Minutes of the Regular Monthly Meeting***

***Date:*** Tuesday, February 12, 2013

***Location:*** Central Fire Station-100 Merrimack Street

***Board Members Present:*** Commissioners Paul Harrington, Anthony Puzzo, Colin Manning and Timothy DiVenuti. Commissioner Verna Perry was absent. The meeting was called to order at 8:35 am.

***Present:*** Chief Burkush, Deputy Chief Campasano, Deputy Chief Goonan, Jody Rivard and Linda Miccio.

***A moment of silence was observed.***

***Minutes of the Previous Meeting:***

- None submitted

***Correspondence:***

- None submitted

***Division Reports:***

**Chief Burkush reported on the following:**

- Tracking FY 2013 Budget, extended sick leave and injury has been challenging.
- Mayor Gatsas will submit the FY 2014 Budget to the BMA
- Construction of Station 4 is ongoing and anticipated opening of April 1, 2013
- Numerous fires with no injuries, accountability due to good training acknowledging Chief Campasano.
- Flu season has affected the department.
- The department worked many hours to get the municipal garage up and running.
- Discussion about billings issues with AMR.
- Discussion about RFP's for EMS service.

**Training Division Report:**

See attached report.

**Deputy Chief Goonan reported on the following:**

- Grievance regarding the Drug and Alcohol policy has been resolved.
- Department developing an alternate duty policy.
- Issues with the Generator grant for Central Fire Station are not resolved.
- Single shift vacation utilization has increased significantly.
- Discussion about the heating issues at Station 8.
- Stations need repairs, but there is not money to do so.

**Fire Prevention Bureau Report:**

See attached report.

**Communications Report**

See attached report

***Old Business:***

Discussion about the sale of “old” police station.

***New Business:***

Next meeting scheduled for March 12, 2013 at 8:30 am.

***Executive Session:*** Not necessary

***Adjournment:*** 9:08 am on a motion by DiVenuti/Manning

Transcribed by Linda Miccio

Respectfully submitted,

Verna Perry, Commissioner

**City of Manchester, NH**  
**Board of Fire Commissioners**  
**Meeting Agenda**

Scheduled Meeting Date: **Tuesday, February 12, 2013**

Scheduled Time & Place: **8:30 am – Central Fire Station**

**Agenda Items:**

- A. Moment of Silence
- B. Minutes of Previous Meeting – No minutes to report.
- C. Reports for the month (distributed at meeting)
  - 1. Current Roster
- D. Correspondence:
- E. Division Reports:
  - 1. Report from Chief James Burkush.
  - 2. Report from Deputy Chief Nicholas Campasano.
  - 3. Report from Deputy Chief Daniel Goonan.
  - 4. Report from District Chief Ed O'Reilly.
  - 5. Report of the Communications Division.
- F. Local #856 and/or MAFS business:
- G. Old Business
- H. New Business
- I. Executive Session (if warranted)

# DIVISION REPORT

DEPUTY CHIEF CAMPASANO

FEBRUARY 12, 2013

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## TRAINING DIVISION

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### EMPLOYEE SELF-DEVELOPMENT

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Department personnel took advantage of the following training programs offered through Department of Homeland Security grant funding:

▪ Review of Hospice Care	15 classes	61 attendees	58 contact hours
▪ LVAD Review	12 classes	51 attendees	55 contact hours
▪ EMS Protocol Review	8 classes	128 attendees	131 contact hours
▪ Advanced EMT conversion	3 class	28 attendees	224 contact hours

### IN-HOUSE COMPANY TRAINING PROGRAM

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Companies continue to formally document their company level in-house training. **January** training hours for each company:

▪ Station 2.....	19.50 hours
▪ Station 3.....	26.00 hours
▪ Station 4.....	12.00 hours
▪ Station 5.....	16.00 hours
▪ Station 6.....	33.50 hours
▪ Station 7.....	30.00 hours
▪ Station 8.....	12.50 hours
▪ Station 9.....	31.00 hours
▪ Station 10.....	31.00 hours
▪ Engine 11 .....	24.00 hours
▪ Truck 1.....	31.00 hours
▪ Rescue 1.....	18.00 hours

The average training hours per company for the month of **January** were **23.70** hours. The average training hours per company for the month of December were 19.85 hours.

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## **SAFETY**

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The Safety Committee met on February 5th. The meeting minutes are attached to this report. The next meeting is scheduled for March 8<sup>th</sup>.

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## **HOMELAND SECURITY**

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The Committee on Community Improvement approved the acceptance of the department's AFG "station alerting" grant of \$120,000. The committee also approved utilizing surplus contingency funds from the Station 4 construction project as the 20% local match portion of the grant. The communication division, in consultation with the Information System Department and IT specialist Don Rippey, will be developing the specifications for a request for proposals.

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## **EMERGENCY MANAGEMENT OPERATIONS**

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### **EMERGENCY SHELTERING**

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The shelter committee met on Friday, January 18. A review of the Beech Street School field survey was conducted to determine the layout and flow for that facility if used for sheltering purposes. The committee also discussed the legal ramifications and requirements pertaining to registered sex offenders within a public shelter during emergency activations..

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### **COMMUNITY PREPAREDNESS COMMITTEE**

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There was no scheduling meeting of this committee in January. The next meeting is scheduled for March (Date TBD).

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### **LOCAL EMERGENCY PLANNING COMMITTEE**

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There was no scheduling meeting of this committee in January. The next meeting of the LEPC is scheduled for February 21, 2013.

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## **EMERGENCY MEDICAL SERVICES**

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Recertification paperwork continues to be processed for the department's Nationally Registered EMTs due to expire in March 2013. Paperwork for the department's remaining EMTs, I's and Paramedics are being submitted. Provider licenses will be processed upon completion of the National Registry recertification.

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### **AMBULANCE CONTRACT**

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A review meeting with AMR and the department's medical resource hospital continue to be held monthly at the Elliot Hospital. These meeting serve to review quality of care issues, response times, and other operational concerns.

Meetings were held on January 22 and February 7 of the Ambulance Contract Committee. The Committee is beginning work on new request for proposal language in anticipation of having a proposal request ready if the BMA authorizes a release.

Ambulance Committee Meeting Minutes  
February 7, 2013  
Meeting called to order at 1400 hrs.

Members Present:

Chief Burkush  
Deputy Chief Campasano  
Deputy Chief Goonan  
Dr. D'Aprix, Medical Director  
Capt. Soderberg  
Alderman O'Neil  
Alderman Roy  
Chief O'Brien, Goffstown Fire  
Tom Arnold, City Solicitor's Office  
Bill Sanders, Finance Department  
Tim Soucy, Health Department  
FF. Brassard, Local 856  
FF. Phelps, Local 856  
Lt. Paquette, Local 856

Chief Campasano began the meeting recommending that at this meeting the committee look at the existing contract to begin designing a new contract. This was questioned by Alderman O'Neil. The need to complete a new contract by April 2013 was reiterated by Chief Campasano. Chief Burkush expressed concern with the current RFP and stated there are companies interested in bidding. He also wants more MFD control written into the contract.

Dr. D'Aprix stated that performance standards be established within this RFP. Establish parameters and send those out to the candidates and see what they can do for us. Give them pertinent information the let the candidate state their ability or ideas to implement. The development of the final contract will be reflective of the combination of all input.

The discussion continues regarding a 1 year extension for AMR or finalizing an RFP now.

Bill Sanders: Focus on what we want to do and itemize it. Need time to plan before we bring Ambulances into the stations. Incorporate cost analysis as we proceed. Decide a model for the RFP; provide transition points as we proceed showing the Alderman and taxpayers benchmarks as we go. The tax cap prohibits, expense-wise, the department expanding to a full ambulance service.

Chief O'Brien suggested we pose the question to the perspective agency how they propose the transition as we proceed. Chief Campasano questioned AMR's future stability. Anthem will not negotiate rates. Again suggests reviewing existing contract to assist in developing a new RFP.

Discussion as to developing more definitive language regarding termination clause.  
Re; Section B 2B...Expand this alternative staffing model . Let the prospective corporate candidate suggest an alternative.

Two short term goals:

Offer one year extension to develop an RFP and fine-tune our needs over that time period prior to final contract draft or design an RFP immediately for release in March 2013 and seek Aldermanic decision.

The Alderman need to be enlightened as to the parameters of the two short term goals.

Alderman Roy: Next discussion is budget cycle. Will discuss options with some of the Alderman.

Respectfully submitted,

Captain Kris Soderberg

Fire Commission Meeting  
Report from the Fire Prevention Bureau  
Tuesday February 12, 2013; 8:30am

**Place of Assembly Inspections:** The annual State of New Hampshire place of assembly permits have expired on January 31, 2013 with the new January 31, 2014 permits having been sent out upon receipt of permitting fee. That gives us a year to inspect the occupancies for compliance with life safety code (NFPA 101, 2009 edition, chapter 13 existing assembly occupancy, and NFPA 1, 2009 edition, fire code handbook). Chapter 12 deals with 'new' assembly for change in use, new construction, etc.; Our office administration manages over 300 permits, including 1 day assembly permits for events in parks, buildings or venues not normally permitted for such activity. We take these inspections seriously. We do not need many examples of what occurred in Rhode Island or most recently the night club fire in Santa Maria Brazil to inspire a sense of importance to these compliance inspections.

**Recent news events:** Our office has received many calls inquiring about the safety and security of schools, day care facilities and any other similar occupancies where the responsibility for children may be present. This is a difficult conversation, as you can imagine. The reaction to these events is one of many questions. We listen and advise accordingly. Our position is that this is more suited to law enforcement, however, some of the remedies described may conflict with fire code.

**Fisher Cats Baseball:** Received the 2013 schedule for the New Hampshire Fisher Cats Baseball team. Pyrotechnic displays involving class 'C' non-proximate audience will be permitted through our office. We are looking at 29 dates with pyro (71 scheduled baseball games) from April 4<sup>th</sup> to September 2<sup>nd</sup> 2013. This does not count any playoff games, and, if consistent with last year, playoff games will involve pyrotechnic shows. The Fisher Cats have been good neighbors, they listen and comply with instruction, direction, etc., and have been accommodating to our responders in every manor. We appreciate their effort in providing great entertainment within the rules of our City.

**1750 Elm Street – Fresenius Medical Care Facility:** Questions have been brought to our attention regarding the alarm notification and evacuation procedure for patients being treated with dialysis at the Brady/Sullivan Tower, 1750 Elm Street. The way the facility has been engineered, a defend in place position may be allowed within the area marked, 1<sup>st</sup> floor suite 100. A 2 hour separation, NFPA 101, table 6.1.14.4.1(a) *..required separation of occupancies in hours*, effectively removes the health care portion of the building from the business occupancy. With dedicated entry/egress and other features, there are no incidental occupancies and two separate properties may exist.

Edward O'Reilly  
Chief of Fire Prevention

## **Communications Division Fire Commission Briefing February, 2013**

The Next Listed Agent Class has been scheduled for March 27, 2013.. Active Listed Agents are 566. Applications are being taken at this time for the upcoming class. Renewals for 2013 have been sent out.

Approximately 17 fire alarm inspections have been conducted in the past month.

Approximately 30 work orders have been conducted in the past month.

Radio Master Box in 0 Wire Master Box in service 0 Additional M Zones 1  
1 Central Station accounts in Service

### **Fire Alarm notes:**

- 39 active fire alarm applications, larger projects include:

#### **VA Hospital:**

Fire Alarm system is nearing completion. A meeting was held last week to identify the radio box zones and locations. Up to 10 buildings will be monitored. Radio boxes have been delivered to Communications for testing prior to going into service

#### **Radisson Hotel**

The Radisson is upgrading the fire alarm system in the hotel function halls. The panel has been replaced, function halls have been updated and now they are renovating the hotel, one floor at a time.

### **Station 4:**

The discrepancies with the firefighter alerting system appear to have been corrected. An application and plans for the fire alarm system has been received and reviewed. The electrical contractor has been notified of minor deficiencies found with this submittal.

**NEW Public Works Facility:**

The construction of the Vehicle Storage Facility is completed; inspections were conducted two weeks ago. This is the final building that is planned for the complex at this time. All buildings are complete and occupancy permits have been issued.

**Line work:**

There was no damage to our fire alarm circuits or fiber optic network from this past snow storm.

Fire alarm and Fiber optic cables transfers are ongoing as PSNH and Verizon continue with their utility pole replacement program through the city.

**Radio:**

- We have been soliciting quotes to replace the UPS for the Dispatch Center. The current service provider is no longer offering service agreements due to the age of the equipment and availability of replacement parts.

- RFP's have been reviewed for the Public Safety Radio Communications Consulting Services and should be awarded in the near future. This study is to review the radio systems for the City of Manchester and the City of Nashua; with the possibility of a combined radio system.

- All VHF interop. radios for the fire department have been reprogrammed. The police mobile and portable radio reprogramming was completed last week.

- We are currently writing the bid specifications for the replacement of our station alerting system. The present system is outdated and parts/service is no longer available.

Ambulance Committee Meeting Minutes  
January 22, 2013

Motion to accept last months minutes was made and unanimously approved.

**Members Present:**

Chief Burkush  
Chief Campasano  
Chief Goonan  
Dr. D'Prix, Medical Director  
Alderman O'Neil  
Alderman Roy  
Chief O'Brien, Goffstown Fire  
Tom Arnold, City Solicitor's Office  
Bill Sanders, Finance Department  
Tim Soucy, Manchester Health Department  
Capt. Soderberg  
Lt. Cashin, Local 856  
Lt. Paquette, Local 856  
FF P. Brassard, Local 856  
FF Phelps, Local 856  
Bill Morgenthal, Cambridge

**Members Absent:**

Chuck Hemien

Meeting called to order and minutes accepted with change to correct date.

Chief Campasano updated the AMR situation. The billing office is moved to Manchester and getting up and running. Bredan McNiff has moved on to American Ambulance. Several of the New England management team have moved on, as well.

We have received a request for an RFP from Lifeline Ambulance.

Chris Stawaz has taken on the role of managing New Hampshire for AMR. There was concern he might be leaving too, but that doesn't appear to be the case.

There has been an increase in the rate from \$1630.00 to \$2445.00.

Chief O'Brien pointed out that there is legislation to establish a rate control for Ambulance Services. The Chiefs Association is following this closely.

AMR has been balance billing where they receive an amount from an insurance provider and then pursue the balance from the patient.

That being said AMR has a less than 60 turnout time.

Bill suggested looking into a Public Utility Model. This would require the City to own the Capital while a contractor provides staffing. This would allow for closer oversight and the City would control the revenue. Penalis Country Colorado is one example.

Any fire based intercept program will result in a cost to the City.

Discussion was held about the implementation of EMTI's in outside stations. This might be a logical first step.

Any transition will have to be phased.

Meeting called to close at 12:00PM

Next Meeting will be held on 2/7 at the Central Station

Respectfully submitted,

Robert H. Field